



**Assignment Title:** Core ReStore Volunteer: Volunteer Program Assistant

**Supervisor:** ReStore staff

**Major Responsibilities:**

- Orient new volunteers at the beginning of their shift
- Orient groups at the beginning of their shift
- Assist volunteers with check-in on tablets
- Check in with volunteers after orientation to keep them engaged
- Lead daily volunteers
- Fill out volunteer paperwork
- Represent Habitat for Humanity in a positive and professional manner
- Be informed and up-to-date with current Habitat news and the ReStore volunteer handbook

**Time Commitment:**

- Will work a designated shift time as determined by the store
  - Example Shifts: Sunday – Saturday shifts 9:45 AM – 11:00 PM or 1:45 PM – 3:00 PM

**Qualifications:**

- People skills
- Speaking skills
- Willing to help staff support volunteers

**Training:**

- Volunteer Program Assistants will be trained on how to conduct a new volunteer orientation, use the tablet and fill out initial community service paperwork

**Service Location:**

- Any of the 4 large ReStores in the metro area: Aurora, Denver, Littleton or Wheat Ridge

**Impact:**

- Core Volunteers engage positively with the community of staff, volunteers, customers, and donors to bring awareness and understanding about Habitat for Humanity. All Core Volunteers serve in staff-like positions to enable the ReStore team to better serve the community.